

Ad Hoc General Administrative and Policies Committee Meeting Minutes
February 24, 2009
4:00 p.m.

Meeting was called to order by Sumpter at 4:05 p.m. Present Ward, England and Sumpter. Excused Stuchlak, West.

Motioned by Ward/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/England to approve the January 27th and February 10th, 2009 minutes. Motion to approve minutes carried by unanimous voice vote.

West present at 4:12 p.m.

Committee reviewed comments submitted by individuals.

1.01 Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. **All job descriptions shall be approved by the Home Committee and the Executive Committee, and the Personnel Director.**

1.03 Updating Existing Job Descriptions. Department Heads are responsible for updating all job descriptions for their Department. **Department Heads will confer with the Personnel Director prior to submitting it to their home committee.** ~~The Personnel Director and Administrative Coordinator/Director of Finance shall review all updated or revised job descriptions prior to being submitted for approval by the Executive Committee.~~ **All updated or revised job descriptions shall be approved by the Home Committee and then submitted to the Executive Committee for approval. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.**

6.09 Filling authorized positions. Vacancies shall be filled as follows:

- A. **Union Postings.** An opening for a position covered by a collective bargaining agreement will be posted in accordance with the terms of the applicable collective bargaining agreement and posted Countywide prior to advertising to the public. After the expiration of the posting period, the Department Head shall fill the vacancy in accordance with the applicable agreement if a senior qualified union member posts into the vacancy and shall promptly notify the Personnel Director that the vacancy has been filled. ~~If posting does not fill the vacancy, and the Personnel Director determines that a County wide posting or advertising in the local area could support filling a vacancy, such advertisements~~ **advertising to the public** shall be made.

6.10 Public Advertisements. All job postings that require a public announcement shall include at least the following information:

- A. Classification/Position title;
- B. Department where the position vacancy exists;

- C. Minimum qualifications and requirements of the position;
- D. Address and phone number to request and submit an application;
- E. Application deadline; and
- F. Equal Employment Opportunity statement.

Other forms or sources of public notice that are economically feasible and reasonably designated to reach a range of qualified candidates may also be used at the discretion of the ~~Administrative Coordinator/Director of Finance and~~ Personnel Director.

7.01 Applications. All applications for employment shall be made on forms approved by the Personnel Director. ~~Prospective employees shall receive job information and applications from the Personnel Department. All applications and related job information shall be processed through the Personnel Department. Applicants may submit a resume in lieu of an application upon approval of the Personnel Department, with the understanding that a County application shall be submitted prior to an interview.~~ The County does not accept applications for positions when there is not an advertised position vacancy, with the exception of on-call positions and **also** part-time positions in the Sheriff's Department. It is the Department Head's responsibility to collect the applications from the Personnel Department after the application closing date has been reached and screen the applications with the Personnel Director, or his designee, in accordance with Section 7.03.

7.02 Promotions and Transfers. In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non-union ~~employees~~ **positions** may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Whichever method is used, the Personnel Director must be satisfied that the candidate possesses the necessary knowledge, skills, and abilities. ~~No probationary period is required for promotions or transfers. This may be promotion from temporary to permanent status, or within similar job classifications, or along a ladder type job progression.~~ Candidates for promotion must complete the appropriate steps of the competitive evaluation, possess the required skills, knowledge, and abilities, and shall be approved by the Personnel Director, and ~~then by the Administrative Coordinator/Director of Finance.~~ **by the Executive Committee.**

The Committee would like Jack Albert, Corporation Counsel to advise if the following items

- A. Meeting basic job requirements, experience and qualifications;
- B. Realistic appraisal of personal characteristics clearly needed;
- C. Investigation of criminal conviction records when job related; and
- D. Pre-employment inquiries to obtain past performance information from former employers and other references.

in section 7.03 are required in the policy by law.

7.07 If the person to whom an offer is made does not fill the position or if the position becomes vacant within twelve (12) months of the date of the candidate's start date ~~the Department Head may complete a Personnel Recruitment Form to authorize hiring in the position.~~ If the job may be offered to the second (2nd) alternate candidate or candidates in order of preference after consultation with the Personnel Director. If the qualified candidates selected from the initial interview decline the position, further recruitment efforts shall be made ~~under authorization of~~ by the Personnel Department.

7.08 Eligibility Lists. Departments may request to advertise for eligibility lists for positions as follows:

- A. **Sheriff Department.** Jail Officers, Dispatchers, and Road Officers.
- B. **Highway.** Laborers/Truck Drivers and Summer Help.
- C. **Solid Waste.** Truck Drivers.
- D. **Health & Human Services.** Social Workers.
- E. **See Section 2.01 for Recruitment**

~~A Personnel Recruitment Form shall be completed and forwarded, along with a job description, to the Personnel Director. The Personnel Director shall verify the information, sign the Form with appropriate comments, and forward the Form to the Administrative Coordinator/Director of Finance for final authorization within seven (7) business days of receiving the request. If authorized, it will be returned to the Department Head. It is the Department Head's responsibility to return the Form to the Personnel Department for filing. Denial of such requests by the Administrative Coordinator/Director of Finance may be appealed to the Executive Committee. Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for up to twelve (12) months for the filling of future vacancies. The Administrative Coordinator/Director of Finance~~ **Executive Committee** may grant an extension up to six (6) months.

7.09 Hiring of Non-Elected Department Heads. Department Head applications are to be screened by the Personnel Director. The Executive Committee **along with the committee chair** shall interview ~~up to five~~ **the** candidates recommended by the Personnel Director for appointment to the position of Department Head. The Personnel Director may request outside participants for the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution. The only exception shall be the UW Extension Director, which shall be selected by the UW System procedures.

7.11 Letter of Offer. The Personnel Department shall send a letter of offer, ~~a copy of the Personnel and General Administrative Policies, union agreement if applicable, and Medical Examination Form~~ to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head. This offer shall be conditional upon successful completion of the following:

- A. Physical Evaluation;
- B. Background Check;
- C. Drug and Alcohol Test;
- D. Verification of Qualifications: Those employees, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file;
- E. Reference Check; and
- F. Psychological Evaluation: at the discretion of the Personnel Director or Department Policy.

The Personnel Department shall notify each unsuccessful candidate in writing upon selection after the interviews, prior to any of the background checks and testing commencing. The background checks and testing shall commence after verbal acceptance of the position by the candidate. Prior to the final candidate starting their position, the Medical Examination Form along with a letter of acceptance shall be returned to the Personnel Department, and all conditions of employment shall be given to

the ~~County Clerk~~ **Administrative Coordinator/Director of Finance** prior to starting employment. The County shall not pay relocation expenses of any kind.

The committee will review the Technology policy at the next meeting on March 10, 2009. Then continue working where they left off.

Motioned by Ward/West to adjourn at 6:31 p.m. until March 10, 2009 at 4 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi, Recording Secretary